Honeywell

Models 7222, 7224, 7322 & 7324

FIRE RESISTANT VERTICAL FILE CABINETS



Read this manual carefully and never store it inside the cabinet!

Models 7222, 7224, 7322 & 7324

FIRE RESISTANT VERTICAL FILE CABINETS

Note: During shipment, the gypsum insulation of your Honeywell file cabinet may create a film of dust on the exterior and interior of the file. This is a normal settling process. Simply wiping the cabinet and drawers with a damp cloth will remove the dust. Honeywell files are asbestos free.

PACKAGE CONTENTS

- **1** – Vertical File Cabinet
- **1** – Operation Manual
- **2** – Entry Keys

For missing parts or difficulty operating your cabinet, please contact our Consumer Assistance Department by telephone.

US/Canada **1-877-354-5457** (Toll Free)
Australia **0011-800-5325-7000** (Toll Free)
Germany **00-800-5325-7000** (Toll Free)

IMPORTANT: DO NOT RETURN CABINET TO STORE!
Store will not accept returned products without prior authorization. You must first contact our consumer assistance department.

CABINET SERIAL NUMBER

Whenever contacting our Consumer Assistance Department, you will need to provide them with the serial number of your cabinet.

The serial number tag is located on the lower right front corner of the cabinet.

IMPORTANT: Do Not Remove Tags!
These are needed if you lose your keys.



UNPACKING & MOVING CABINET

CAUTION! Honeywell file cabinets and drawers are heavy! For safety always use proper moving equipment and padding when moving cabinets.

Remove Cabinet from the Pallet

1. Remove rubber stops from the front and sides of the pallet.
2. Spin the cabinet to set sideways across the pallet.
3. Slide the cabinet so that the back of the cabinet will tilt and rest on the floor.
4. Push back on the front of the cabinet to raise front of the bottom of the pallet.
5. Slide pallet out of the way and set cabinet on the floor

Moving The File Into Place

- Do not use the file's handle to lift or move the file; damage to the latching system may result.
- For the lock to function properly, the file must be leveled from side to side and front to back. Place shims at the bottom corners of the file as necessary to level the file.
- Moving Honeywell file cabinets into position may be facilitated by removing the drawers.

DRAWER REMOVAL & INSTALLATION

IMPORTANT: Drawers are very heavy. Two or more persons are required when handling the drawers. Note that each drawer has a drawer number decal on the right side of the drawer. Drawers are numbered from top to bottom and each must be replaced in the same cavity from which it was removed.

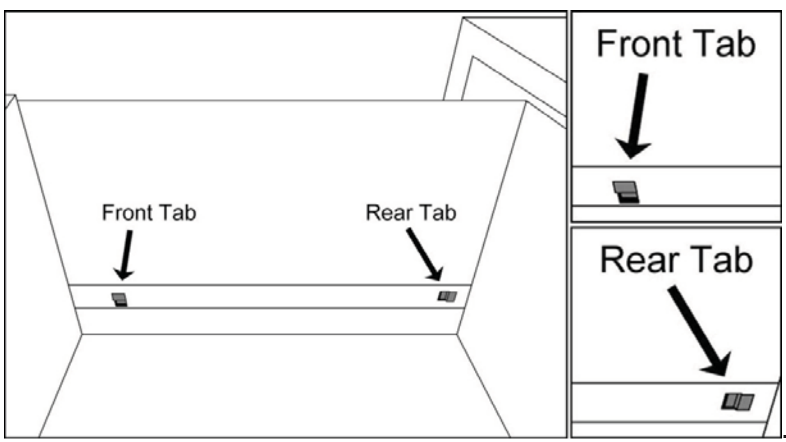


Fig. 1

DRAWER REMOVAL & INSTALLATION CONTINUED

To Remove Drawers

1. Extend drawer fully out.
2. Grasp front of drawer on each side and lift to release front tabs of slides from drawer. (Fig. 1)
3. Place one hand underneath the drawer for support and pull one slide forward to release the rear tab.(Fig. 1), repeat for other slide
4. Holding drawer head with both hands, pull drawer clear of slides and out of cavity.
5. Push suspensions and stabilizers back into the drawers

To Install Drawers

1. Pull suspensions and stabilizers out until they are fully extended.
2. Place drawer into opening in between slides and align rear tab of slide with the appropriate notch and insert.
3. Pull drawer forward until front tabs are aligned, insert front tabs
4. Close drawer and check for free movement and equal gap on both sides of drawer.

If necessary, lightly loosen stabilizer screws and move drawer in direction of excessive gap. Tighten screws and recheck gap.

LOCKING & UNLOCKING DRAWERS

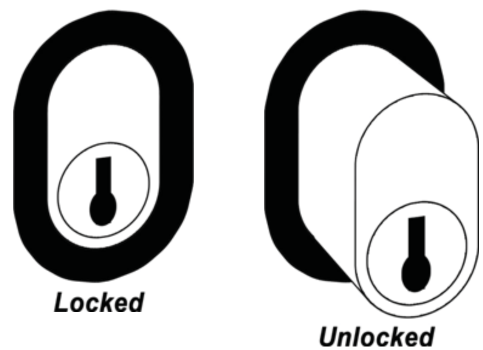
Do not attempt to close drawer when the lock bolt is extended; damage to cabinet and/or lock may result.

To Lock

1. Make sure all drawers are closed before locking
2. Push the lock plunger in until it snaps into place.

To Unlock

1. Insert key into lock.
2. Turn to the right or left until the plunger pops out.



LOCK BYPASS FEATURE

Lock Bypass Feature

The lock bypass lever is designed to allow access to certain drawers while others remain locked.

If one or more of the drawers will not lock, check the lock bypass lever. The bypass lever needs to be in the deactivated position in order for the drawer to lock. Below are instructions that will help in activating and deactivating the lock bypass lever.

To activate bypass:

Lift the lever with your thumb until it rests above the dimple at the top of side catch assembly (Fig. 2). **The drawer will NOT lock with the lever in this position.**

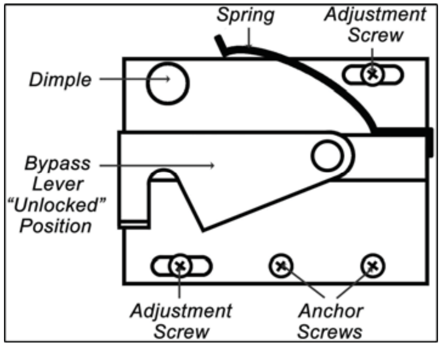


Fig. 2

To deactivate bypass:

Press down on the lever until it is positioned below the dimple and rests on the channel that is a formed feature of the side catch assembly (Fig. 3). **The drawer will now lock with the lever in this position**

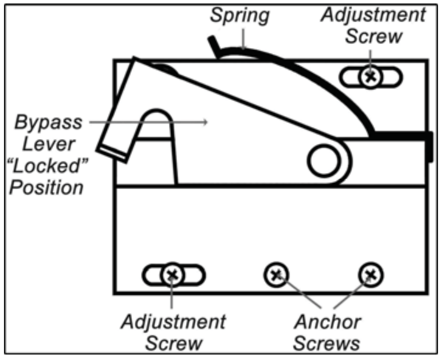
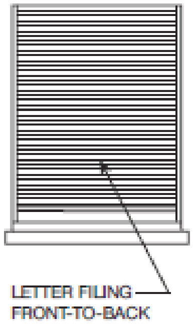


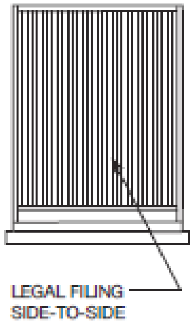
Fig. 3

FILLING THE CABINET DRAWERS

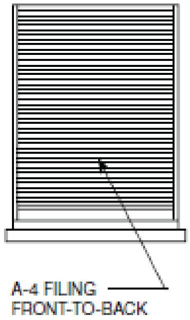
Maximum recommended weight is 60 Lbs. /27 kg per drawer.
The weight should be evenly distributed throughout the file. Exceeding the maximum recommended capacity may seriously damage your file's suspension.

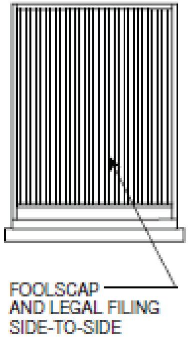
U.S. – Letter & Legal Size Files





International – A4 Foolscap Files





REMEMBER!
Open drawers do not provide protection. Honeywell cabinets use the latest technology to protect your valuables. During a fire, the insulation is designed to release moisture to create a protective barrier. If you are storing valuables that are sensitive to moisture, such as stamps, money, watches, etc., please place them in a sealed, humidity resistant container to protect them from moisture damage

TROUBLESHOOTING

PROBLEM: Keylock Will Not Stay In

POSSIBLE CAUSE: Loose material in the black encasement.
POSSIBLE SOLUTION: Open lock drawer and look inside the backside of the encasement for any loose material.
POSSIBLE SOLUTION: Ensure the keylock moves freely in the encasement.

POSSIBLE CAUSE: Drawer(s) do not close properly:
POSSIBLE SOLUTION: Make sure all drawers are closed and that there is not anything in the drawerhead track or behind the drawer body.
POSSIBLE SOLUTION: Make sure the drawer(s) are in the right opening. Each drawer is numbered on the right hand side with the lock drawer being #1.

POSSIBLE CAUSE: Side catch(es) not adjusted properly.
POSSIBLE SOLUTION: Close all of the drawers and holding keylock in the locked position, try to open all of the drawers. There should be some movement in each side catch.

PROBLEM: Key Goes In, But 1 or More Drawers Will Not Open

POSSIBLE CAUSE: Loose or missing lock rod pins.
POSSIBLE SOLUTION: Check the lock pins for each drawer located on the lock rod on the right hand side of the cabinet and tighten pins with a flat screwdriver.
POSSIBLE SOLUTION: Make sure the lock pin in the eccentric is in place and securely fastened to the lock bar.

POSSIBLE CAUSE: Side catch flipper hanging on the lock bypass dimple.
POSSIBLE SOLUTION: Make sure the lock bypass is deactivated. Identify the lock/unlock position with operating sticker located directly behind the side catch.

POSSIBLE CAUSE: Overfilling drawers.
POSSIBLE SOLUTION: Over filling of drawers can cause the drawers to bulge and the side catch to rub against the side of the cabinet and hang in the up or bypass position.

TROUBLESHOOTING CONTINUED

PROBLEM: Closing Drawers with the Keylock Pushed In, Side Catch Flipper Raises Above the Bypass Dimple

POSSIBLE CAUSE: Side catch is set too low.
POSSIBLE SOLUTION: Follow the side catch adjustment procedure to adjust side catch up.

PROBLEM: Cabinet Will Not Unlock

POSSIBLE CAUSE: Side catches are set too low.
POSSIBLE SOLUTION: Firmly grasp the handle of the top drawer and depress thumb latch. Jerk drawer until it opens.
POSSIBLE SOLUTION: Follow the side catch adjustment procedure to adjust the side catch up.

POSSIBLE CAUSE: Keylock will not spring out but cabinet will open if keylock is pulled out.
POSSIBLE SOLUTION: Lubricate keylock with WD-40.
POSSIBLE SOLUTION: Check the encasement for loose material.
POSSIBLE SOLUTION: Check lock rod and eccentric assembly for proper movement.

PROBLEM: Drawer Drops When Pulled Out

POSSIBLE CAUSE: Suspensions not properly set.
POSSIBLE SOLUTION: Remove suspension and spread the rear of the suspension to make sure the bearings of the suspension stay under the top lip of the side channel.

POSSIBLE CAUSE: Side channel bent.
POSSIBLE SOLUTION: Remove drawer and suspension, using a crescent wrench, bend the top rear of both side channels down so that they are at a 90° angle or less.

POSSIBLE CAUSE: Broken rail on drawer body.
POSSIBLE SOLUTION: Open the drawer and check side rails on each side of the drawer body. If broken contact the factory for replacement parts and instructions.

POSSIBLE CAUSE: Broken bearing on suspension.
POSSIBLE SOLUTION: Check suspension bearings for flat or broken edges. Contact the factory for parts.

BYPASS/SIDE CATCH ADJUSTMENT

About Bypass

The file drawer lock bypass lever is designed to allow access to certain drawers while others remain locked. If one or more of the drawers will not lock, check the lock bypass lever. The bypass lever needs to be in the deactivated position in order for the drawer to lock.

When to Adjust

Due to the settling of the drawers, it may be necessary to make adjustments to the side catch. If adjustment is necessary the first step should be to determine which direction the side catch should be moved. If the side catch "bumps" on the lock pin when the drawer is opened, the side catch should be moved upward. When locked the drawers should have approximately 1/8 inch of play. If the lock up is too tight the side catch should be moved toward the back of the file.

How to Adjust

To adjust the side catch, remove the two anchor bolts located at the bottom of the side catch. Loosen the two adjustable bolts and move the side catch as needed, then re-tighten bolts. It will be necessary to drill new holes through the drawer body using a #20 drill bit to re-install the anchor bolts.

ORDERING REPLACEMENT KEYS

The following information is required to order replacement keys:

1. PROOF OF OWNERSHIP (1 of 2 Options Below)

SALES RECEIPT & IDENTIFICATION – INTERNATIONAL ONLY!

- Copy of sales receipt showing Store, Date & Product Description.
- Copy of your picture I.D. (Drivers license, passport, regular I.D.).

PRODUCT OWNERSHIP VERIFICATION FORM

If sales receipt is not available, contact us by email or telephone to request a "Product Ownership Verification Form".

2. ORDER INFORMATION

CONTACT INFORMATION

- Name & Shipping Address
- E-mail address (If Available)
- Telephone Number
- Best Time to Contact You

PRODUCT INFORMATION

- Safe Model #
- Safe Serial #
- Lock Key #
- Quantity of Keys Ordered

ORDERING REPLACEMENT KEYS CONTINUED

3. PAYMENT INFORMATION

AMOUNT DUE

- Per Key:
  US/Canada - $12.00 (USD)
  Australia - $15.00 (AUD)
  Germany - €11.00 (EU)
- Express Delivery: Contact us for Additional Charges

METHOD OF PAYMENT

- Telephone:
  Visa or MasterCard
- Mail:
  Check or Money Order

Subject to change without prior notification.

CONTACTING CUSTOMER SERVICE

EMAIL: LHLPCustomerService@LHLPinc.com

ADDRESS: Consumer Assistance Dept.
LH Licensed Products, Inc.
860 East Sandhill Avenue
Carson, CA 90746 USA

TELEPHONE: US/Canada 1-877-354-5457 (Toll Free)
Australia 0011-800-5325-7000 (Toll Free)
Germany 00-800-5325-7000 (Toll Free)

CALL CENTER HOURS: US/Canada 7am – 5pm (PST) Mon -Fri
Australia 12am -10am (AEST) Tue–Sat
Germany 4pm -2am (CET) Mon–Fri

CALL BACK HOURS: Australia 12am – 3pm (AEST) Tue–Sat
Germany 4pm -7am (CET) Mon–Fri

INTERNATIONAL CALL BACK HOURS:

If you need to speak with a consumer assistant and cannot contact us during the Call Center hours above, please send an email or leave a telephone message, including your Name, Telephone Number and the best time for us to contact you during the Call Back hours above. Your call will be returned next working day.

LIMITED WARRANTY

LH Licensed Products, Inc., (“LHLP, Inc.”) warrants that for a period of seven (7) years from the date of purchase, this product will be free from structural or mechanical defects resulting from materials or workmanship. LHLP, Inc., at its sole option and as the purchaser’s sole remedy under this warranty, will repair or replace this product or any component of the product found to be defective during the warranty period. Replacement or repair will be made with a new or remanufactured product or component. If the product is no longer available, replacement may be made with a similar product of equal or greater value. THIS IS YOUR EXCLUSIVE WARRANTY.

This warranty is only valid for the original retail purchaser from the date of initial retail purchase and is not transferable. You must keep the original sales receipt. Proof of purchase is required to obtain warranty service.

LHLP, Inc. dealers, service centers, or retail stores selling this product do not have the right to alter, modify or in any way change the terms and conditions of this warranty.

This warranty does not apply to the finish on the product. This warranty does not cover normal wear and tear of parts or damage resulting from any of the following: negligent use or misuse of the product, use contrary to the operating instructions, disassembly, repair or alteration by anyone other than LHLP, Inc. or an authorized service center, improper installation, or exposure to extremes of heat or humidity. Further, the warranty does not cover Acts of God, such as fire, flood, hurricanes and tornadoes.

LHLP, Inc. shall not be liable for any incidental or consequential damages caused by the breach of any express or implied warranty or otherwise relating to the sale of this product. LHLP, Inc. is also not responsible for: costs associated with removing or installing the product; damage or loss of the contents of the product; nor for the unauthorized removal of the contents; or damages incurred during shipment.

THE ABOVE WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND LHLP, INC. DISCLAIMS ANY AND ALL OTHER COVENANTS AND WARRANTIES.

Except to the extent prohibited by applicable law, any implied warranty of merchantability or fitness for a particular purpose is limited in duration to the duration of the above warranty period. Some states, provinces or jurisdictions do not allow the exclusion or limitation of incidental or consequential damages or limitations on how long an implied warranty lasts, so the above limitations or exclusion may not apply to you. This warranty gives you specific legal rights, and you may also have other rights that vary from state to state, or province to province, or jurisdiction to jurisdiction.

LIFETIME AFTER-FIRE REPLACEMENT GUARANTEE

If this Honeywell UL classified fire resistant product was purchased from LH Licensed Products, Inc. (“LHLP”) and is damaged by fire at any time while still owned by you (the original owner), LHLP will ship a free replacement if you send the following to Customer Service, LH Licensed Products, Inc., 860 E. Sandhill Ave., Carson, CA 90746 USA:

1. Your name, mailing address, email address, and phone number with area code;
2. A description of the fire, the model number and a photo of the burned unit, and a copy of the report from the fire department, insurance or police.

Freight on the replacement unit is not included in the guarantee and must be paid by the consumer. If an identical product is no longer available, LHLP will provide a similar unit from its current product line. LHLP is not responsible for any loss or damage to the contents of the safe.